

A New Look for FindAGrave  
The changes have arrived!  
Reflecting and Connecting

(Facebook for the Dead 😊)

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## **The New Home Page**

Ancestry.com has been rolling the "new version" of Find A Grave all summer, 2017. This new look is already active and you can make changes on existing and new materials through this new version.

The new Home Page allows immediate action in searching or accessing different functions of this fabulous program.

## **Historical Background**

- Find A Grave was founded in 1995 by Salt Lake City resident Jim Tipton. Jim and a college buddy had the hobby of looking for graves of famous people. He created a site where one could visit to see the burial sites of celebrities.
- The site later expanded to allow non-famous graves in order to have online visitors pay respect to their deceased relatives or friends.
- It was first launched commercially in 1998 and then incorporated in 2000.
- It has evolved into a top genealogical source.

## **Ancestry.com purchased FindAGrave**

- On September 30, 2013, Ancestry.com announced its acquisition of the company.
- Ancestry.com plans to bolster the resources by
  - Launching a new mobile app
  - Improving customer support
  - Introducing and enhancing editing for submitting updates to memorials
  - Foreign-language support
  - Other site improvements

## **Content and features**

- The website contains listings of cemeteries and graves from around the world.
- American cemeteries are organized by state and county.
- Many cemetery records contain Google Maps (with GPS coordinates supplied by contributors)
- Photographs of the cemeteries
- Individual grave records

## **Individual Grave Records**

These individual grave records contain some or all of the following:

Dates and places of birth and death

Biographical information

Cemetery and plot information

Photographs (grave marker, individual)

Links to other deceased relatives (whether in the same cemetery or a different cemetery)

Contributor information

Opportunity to leave messages of sympathy or condolence or tribute to the deceased

Thousands of people go out and research grave sites, take photographs, gather information on the deceased and download information to Find A Grave

You can be a part of those thousands!

## **Contributors**

- Contributors must register as members to submit listings or memorials on the site
- If you create a memorial (or listing) you become the manager of the memorial, but you may transfer the memorial to another individual if you desire
- Only the current manager of a listing may fully edit the listing
- Members and non-members may send correction requests regarding memorials
- Members and non-members can submit notations, such as pictures, flowers, flags or religious symbols to be posted on the memorials

## **How to Register**

On the home page in the upper right-hand corner you will see the word "Register". If you are already registered, use the "Sign-in" link.

## **Sign Up**

Simply enter your name, email, password and a designated public name. Agree to the terms of service and Privacy Statement, indicate that you are NOT a robot and click "Create Account"

## Search

- A Search can be made by any of these search terms:
  - Name
    - First, middle, last
    - Include maiden name in the search
    - Do partial name search on surname
  - Birth year
  - Death year
  - State, county, city or town
  - Cemetery
  - Memorial #
- If your search comes up with no results, take some information out – often “less is more”

## Help

“Help” is found in the footer at the bottom of the home page.

Left-Click on Help and it opens up with a field for a search question

Categories in “Help” include”

Contact Us  
Account Settings  
Cemeteries  
Creating Memorials  
Editing Memorials  
Famous Memorials  
Favorite Cemeteries  
Flowers  
Membership Help  
Photo Requests  
Sponsoring Memorials  
Transcribing Photos  
Transferring Memorials  
Virtual Cemeteries  
Working with Photos

### **Start a Search on the Homepage**

#### **Fewer Search Options/More Search Options**

The home page allows a simple search or additional filters for searching - click "More Search Options" to access the additional filters.

## **OR – Click “Memorials” on the Home Page**

You can also click "Memorials" on the home page to bring up the Search Screen. Notice that there are additional links below the search screen.

### **Search Results**

After entering a simple search for “Eli” McHenry and clicking “Search”, the results of the search come up. Notice that “Eli” is the name I searched and various names with ELI are in the search results. (ELizabeth, ELIas). Select the memorial that meets the search.

### **The Memorial for Eli McHenry**

In the top portion of the Memorial you will see the name and Birth, Death, Burial, GPS (if available) and the Memorial ID number. Below that section there may be a short bio for the individual. Below the short bio, the known family members with memorials are listed...Parents, Spouse(s), children, and siblings. To the right are additional photos that have been attached to the Memorial. Below the Family Member section, you will find an additional search tool.

### **Broaden the Search for “McHenry” memorials**

This tool allows you to find ALL burials for the same surname in a variety of places, starting with the current cemetery, and going broader with city, county, state, United States, and anywhere in Find A Grave (outside the US).

### **Add a Memorial**

To add a memorial return to the Home Page (just click on the Find A Grave icon). Look below the orange “Search” button. Click “Add a Memorial”

### **Build or Add A Memorial**

You can also access the “Add a Memorial” link if you select “Memorials” from the Home Page. Again, it is below the orange “Search” button.

The first step is locating the cemetery. Enter the Cemetery Name and location. Then click “Continue”. But if they weren’t buried in a cemetery, then what?

### **If Not Buried in a Cemetery?**

Memorials can be created for any person with any final disposition: Buried or Lost at Sea; Cremated; Donated to Medical Science; Lost at War; Burial Details unknown; Any other burial details (optional)

#### **Choose a Burial Type:**

Buried or Lost at Sea

Cremated

Donated to Medical Science

Lost at War

Burial Details unknown

Add any other burial details (OPTIONAL)

Step 2 in consists of entering information, including name, Birth and Death date and place, burial information, biographical information, and graveside details. If they were not buried and you have chosen the final disposition in the previous step, it will be reflected in this Step 2 screen. When you have completed this section, click "Add Memorial"

#### **To view all your memorials either look below the search screen or do a drop-down from your sign-in**

There are two ways to access the "My Memorials" section. One is on the Memorial Search Screen, below the Add a Memorial Icon, or you can do a drop-down from your name and access it there.

All of your memorials can be seen and can be filtered by several categories. These drop-down filters are on the upper right side of the screen.

#### **Search for a Cemetery**

To search for a cemetery from the home page, click on the "Cemeteries" link.

#### **Cemetery Search**

You can search by name for a cemetery one of over 473,368 cemeteries in over 238 different countries. You can search by known cemetery location, browse by location, view the cemeteries map view, or add a cemetery. The legend for the map symbols is below the map. You can zoom in and out on this map. To add a new cemetery, click on the link.

#### **To Add a New Cemetery**

There is a caution asking if you have already searched for the cemetery you wish to add. If Yes, click the link...if No, Search before adding.

#### **Add a New Cemetery**

Fill in all indicated information on the form and click "Create Cemetery"

## **Browse by Location**

If looking for a cemetery in a specific location, click on the link "Browse by Location". Choose a region

## **Drill down by Location**

Drill down by location from largest place to smallest place, ending with the cemetery in the city or town of final disposition.

Choose a Region: (choose from 7 continents)

Choose a Country in that region

If searching Cemeteries in USA choose a State

Choose the County within that State

(Cities or towns for that County will be listed alphabetically)

Choose the City or Town

Select the Cemetery in that city or town

Cemetery Information

## **Statistics for the Cemetery**

When you locate the cemetery you are searching, you will see details about the cemetery, as well as a photo of the cemetery entrance or other interesting views in or of the cemetery. It may show famous interments on that home page as well.

You can see that there are 2,376 Memorials for this cemetery (Benton, Columbia, Pennsylvania) and 88% of those memorials have photographs.

## **Options When Searching a Selected Cemetery**

There are several search options for the selected cemetery. You can search by name for the memorial, view famous memorials, photos for the cemetery, a map of the cemetery or you can contribute a photo for the cemetery, a photo of the gravestone or deceased person, add a memorial/s or transcribe gravestone photos.

Search by name for memorials in the Cemetery

View Famous Memorials in the Cemetery

Contribute

Add a memorial

Upload Headstone Photos

Transcribe Photos

Photo requests

Upload spreadsheet

View photos for the Cemetery

View a Map of the Cemetery

Add Photo for the Cemetery (not an individual)

## **Searching a Very Large Cemetery**

Often with small cemeteries, you can view all interment memorials but when you search a very large cemetery you will get a statement "Please refine your search below to return fewer than 10,000 records. Add first name, last name – even a guess will help"

Example: City of Mesa Cemetery

40,792 Memorials with 65% photographed

## **EDITING**

"Suggest Edits" is found on the Memorial Page

Editing is an opportunity for you to set things straight or improve the memorial. You can begin editing by clicking on the "Suggest Edits" link

Fill in any information you may have that improves or corrects the memorial. This includes name, birth and death dates and places, burial information, family relationships, virtual cemeteries and other suggestions. Remember that you are linking family relationships by Memorial number and not by name. Also, the Suggest other corrections is a good place to submit a biographical sketch or obituary.

## **Correct or Edit Information**

You can correct or edit multiple items such as adding a maiden name for women, indicating cemetery plot information or a GPS for the gravesite.

Name (add a Maiden Name for women)  
Birth/death date, birth/death place  
Cemetery Plot #  
Burial Coordinates (GPS)  
Inscription  
Relationship (Father, Mother, Spouse links)  
Add to a Virtual Cemetery  
Suggest other corrections

## **More Edits**

More Edits would consist of adding photos, flowers, notes, sponsoring the memorial (pay \$5.00 per memorial to remove the advertisements), share it on Facebook or Save it somewhere.

Add a Photo  
Add a Flower  
Add a Note  
Sponsor the memorial  
Share on Facebook  
Save to

## **Sponsor the Memorial**

“Sponsor the Memorial” link is on the upper left side of the Memorial. Access to “Add photos”, “request photos” and “Leave a flower” are on the lower right hand side of the Memorial.

To Sponsor a Memorial, click on the link in the upper left hand corner of the Memorial Page. It will take you to a page where you can enter your credit card information and a one-time fee will permanently remove advertisements for this specific memorial. Each memorial has it’s own separate sponsorship fee.

## **How to Add a Photo**

When you click “Add Photos” on the right hand side of the memorial, it opens a pane for you to either drag and drop a photo or select a photo from your computer. The general guidelines for adding photos is on the Add a Photo pane.

## **Request A Photo**

You can also click the “Request Photo” link which is located next to the “Add Photos” link. When requesting a photo, be sure to send as much information as you can to assist the volunteer in locating the gravesite. Sometimes it takes years to have the request filled, but I’ve had my requests handled in as little as a day or two from the time I requested a photo to be taken by a volunteer.

## **Photo Requests found under the Contribute Tab**

Click on the main tab “Contribute”. It is consistently viewable from anywhere in the program.

## **Photo Requests**

Under “Photo Requests” you can view “Open Requests”, “My Requests” and “Requests I Claimed”.

## **Open Requests**

You can filter by Cemetery, Contributor, Current Location, Home Location, Map or Coordinates or US Zip Code. You can sort by Memorial Name, Requested By, Status, Distance, Oldest, and Newest.

## **My Requests/Requests I Claimed**

You can view Requests you have submitted or see a list of Requests you have claimed. Again, you can sort by Memorial Name, Cemetery Name, Status, Distance, Oldest or Newest.

## Photographs

Photos found on Find A Grave have been taken and posted by various individuals. These photographs have a copyright. You should contact the manager of the memorial or the contributor of the photograph when you wish to use their photos for your personal use.

Occasionally the manager or photographer will have already given permission on the site for others to use their photograph.

Members may request photos of graves, which other members may then fulfill.

### **Leave A Flower and/or A Note**

You can leave a flower and a tender message which can sometimes assist others in locating unknown cousins or kin. It may even break down a brick wall! The "Leave a Flower" link is located at the lower right hand corner of the Memorial.

### **You select the flower type or other visuals and include your note and save to the memorial**

There are many different flowers or images available to choose from, e.g. Flowers, Religious symbols, or Memorial Ribbons, as well as many other categories to choose from. You select the flower type or other visuals and include your note and save to the memorial. If you want something custom, you can click on "My Scrapbook" at the top of the "Choose a category" drop-down

### **Leave a Flower – "My Scrapbook"**

You can create your own Scrapbook of flowers or images if you prefer. Just click on the link "Add to your scrapbook" on the upper right hand corner of the "Leave a Flower" pane.

### **Upload New or Select from Members**

When you click on "Add to Your Scrapbook", it brings up the "Manage your Scrapbook" pane. This allows you to upload a new photo or select from other members' previous contributions

### **You can import custom flowers or use their default flowers**

Click on "Upload New" and it will bring up the "Upload a New Custom Flower" window.

### **Select from images added by other members**

If you click "Select from Members", the Images come up allowing you to look at all previously submitted images and add any images you like to your Scrapbook. There are hundreds to choose from.

### **Flower Contributor Information**

If you find a flower left by someone you can click on the active name link (initials or name) and it will take you to their Profile page which will show Member Contact information including a bio, contributions they have made and their virtual cemeteries.

## **Famous Persons on Find A Grave**

You can search for a Famous Person by clicking the main menu “Famous” link. Search by Name, Location, Claim to Fame, or Show New Listings.

Here are examples of those 3 different categories – Famous Graves by Location; Claim to Fame (e.g. – Actors, Animals, Educators, Entertainers, etc.), and New Listings of Famous Memorials. One of the fun links to click on in this search screen is the “Posthuous Reunions” which show groups of people who were associated with one another on different television shows or music groups, etc.

Find A Grave maintains links to memorials of famous people for those who are

- Medal of Honor recipients

- Religious figures

- Educators

- Miscellaneous other celebrities

Find A Grave exercises editorial control for these memorials

## **Virtual Cemeteries in FindAGrave**

You can create your own “virtual cemeteries” in FindAGrave

A virtual cemetery is essentially a collection of names from the database to group listings in whatever way you would like

For example, you might make a “McHenry Family Virtual Cemetery” where you would place all of the members of your McHenry family tree

People listed in your VIRTUAL cemeteries can be buried in many different REAL cemeteries

You can add any name in the FindAGrave database to the virtual cemeteries you create and can choose to make the virtual cemetery public or private

**In the lower right hand corner of the “Cemeteries” pane you will find “My Virtual Cemeteries”**

You can find the Virtual Cemeteries by looking in the lower right hand corner of the “Cemeteries” pane.

### **A McHenry Virtual Cemetery**

Here is the start of my McHenry Virtual Cemetery – I have two memorials attached.

#### **Save to:**

You can also get to the Virtual Cemeteries by clicking on the “Save to” link on the upper right corner of the Memorial page.

After clicking on the “Save to” link, it will bring you to a window where you can save to Ancestry or to a Virtual Cemetery. In the “Save to” drop-down you can click on Print (or the printer icon) and it will bring up the formatted Memorial. This is a nice, concise view of the memorial without any advertisements!

When you create a memorial or find one that someone else has created that you want to add to a Virtual Cemetery, save it by clicking on “Save to” and select the virtual cemetery that would best fit the person. You can also manage your virtual cemeteries by clicking on the “Save to” and below “Create a Virtual Cemetery” link is the “Manage Virtual Cemeteries” link.

### **Manage “My Virtual Cemeteries”**

Just a “click” on “Add” will add a person to any of the Virtual Cemeteries. To edit, hover over the name of the virtual cemetery with your mouse and an “Edit” appears. You can edit information about the Cemetery and make it public or private. You can also delete the Virtual Cemetery by clicking “Delete”

### **Contributing**

Click the tab “Contribute” on the Home Page

Under the “Contribute” tab on the top bar of the Website pane you can select “Suggested Edits”

### **Managed Memorial Edits I Have Approved**

There are two tabs in the Suggested Edits to consider: “Suggestions for Me” and “Suggestions I’ve Sent”. “Suggestions for Me” will show edits pending approval, edits approved, or edits declined.

### **Edits show the Fact, the Current information, the Suggested Edit and the date it is Accepted or Declined**

The tab “Suggestions I’ve Sent” also has three options – Approval pending, Edits Accepted, and Edits Declined.

Edits reflect what fact is being edited, what is currently in the memorial and what the suggested edit is. The date the edit action was approved or declined is also displayed

Managers control the edits for their Memorials - they review, accept or decline suggested edits

### **Upload a Spreadsheet**

If you are transcribing a cemetery and have multiple memorials to create, the “Upload Spreadsheet” allows you to submit all in a group rather than adding each memorial individually.

### **Choose a Cemetery/Select a Cemetery**

This pane opens once you click “Submit a Spreadsheet”. You enter the name and location of the cemetery and then select the cemetery from the auto fill.

## **Guidelines for Submitting a Spreadsheet**

Once you have selected the cemetery, the next pane appears which gives both guidelines for Upload and Blank Templates to facilitate the task. You can submit 1000 names or fewer in one submission. After filling in the information and saving the file, you can choose the file and upload it to FindAGrave.

Blank Templates are provided to facilitate the task and ensure correct submission format

Submit 1000 names or fewer

Choose the File and Upload

## **What to Do With a Duplication**

On occasion, you may see that there is a duplication of memorials. Always search for a memorial before creating one. If you find a duplicate it would be appropriate to try to eliminate the duplicate.

If you have inadvertently created a duplicate, you can delete it. Go to "My Memorials" – locate the duplicate and click on "Delete Memorial"

Once it is successfully deleted you will see a confirmation screen that the duplicate was deleted.

## **Footer Information and Links**

If you wish to transfer management of a memorial, go to "My Memorials", locate the memorial and click on "Transfer Management" at the bottom of the memorial. This brings up the Transfer Management pane. If you are the original contributor your name will remain on the Memorial as the Creator, but the Management (including edits for the memorial) will no longer be available to you.

To transfer management, enter the other contributor's Find A Grave ID. This action is PERMANENT and cannot be undone.

The Creator of the Memorial is listed as well as Date Added and Memorial Number

## **Source Citation for the Memorial**

In the "New Version" of Find A Grave, there is now a formatted Source citation for documentation purposes.